

REQUEST FOR PROPOSAL
CITY OF ROCHESTER
SELF-INSURED GENERAL LIABILITY CLAIMS
ADMINISTRATION SERVICES

SCOPE

The City of Rochester Department of Finance is soliciting proposals from qualified companies to provide claims administration services for the City of Rochester's self-insured general liability program. Respondents should have expertise in the adjustment and establishment of reserves for governmental self-insurance programs.

Attached please find the professional services agreement that the successful consultant will be required to enter into.

BACKGROUND

The City of Rochester requests proposals from qualified companies or individuals to administer a self-insured general liability program for the City of Rochester. The City is self-insured for workers' compensation, and the program is administered by a separate administrator; therefore, the services for administration of the workers' compensation program is not part of this engagement.

The City has not purchased primary general liability insurance due to the cost and is fully self-insured for general liability risk exposure. However, the City has established an insurance reserve fund of approximately \$20 million. The administrative services being requested includes claim service for all City departments.

SCOPE OF SERVICES

The company or individual is expected to provide the following services:

1. Develop and implement procedures required to comply with applicable Federal, State and local laws and City regulations; administer and assist the City in compliance with the Medicare, Medicaid, and SCHIP Extension Act of 2007. Design, print and provide all forms and reports required by those procedures;
2. Continual review of all applicable Federal, State and local laws and City regulations. Provide updates of changes and revisions of Federal, State and local laws to the City of Rochester Law Department.
3. Manage the City of Rochester's New York State Automobile No-Fault Insurance claim intake, review and payment procedures.
4. Administration of all current and future liability claims, lawsuits and disputes filed against the City of Rochester. Establish and maintain an appropriate insurance reserve, through consultation with members of the City Law Department, for all current and future liability claims against the City of Rochester. Payment of any settlement of a claim or lawsuit, authorized by the City of Rochester Corporation Counsel, within the time period determined by the assigned attorney.
5. Generate monthly, quarterly and annual reports for all claims, lawsuits, settlements and no-fault insurance payments. Submission of monthly and annual reports containing relevant accident cost and cash flow data, and recommend loss control factors;
6. Evaluate the City's operating procedures on an as needed basis, as they affect risk exposure.

To assist you in developing your quotation attached please find schedule of general liability claims payments and reserves since June 15, 1979 (excluding workers' compensation).

CONTACT INFORMATION

All questions should be submitted by April 6, 2012, via e-mail to:

broulin@cityofrochester.gov

Brian L. Roulin, Director of Finance

All responses will be shared with all vendors who have indicated an intent to submit a proposal and have provided an e-mail address.

TERMS OF SERVICE

The initial contract will be for the period from July 1, 2012 through June 30, 2015. The contract may be renewed at the City's option for two additional one-year periods. The City retains the right to cancel the contract, without cause, upon six-month notice of cancellation.

FEES AND PAYMENTS

The services will be rendered on a fee basis.

SUBMISSION OF PROPOSALS

Companies or individuals qualified to provide the services should submit four (4) copies of the proposal to the following official by 5:00 p.m., Friday, April 20, 2012.

Brian L. Roulin, CPA, Director of Finance
City of Rochester
Room 109-A, City Hall
30 Church Street
Rochester, New York 14614-1290

EVALUATION OF PROPOSAL

Each proposal will be reviewed by representatives of the Finance and Law Departments, based on the following criteria:

- methodology and resources applied to fulfill the scope of services, including staffing and organization dedicated to this service;
- cost for servicing the program including servicing all existing and prospective claims;
- experience and qualification of key management and claims adjusting personnel who are assigned to the project;
- a summary of the respondent's history and experience in providing claims adjusting services for self-insured local government programs.
- three specific references for previous related work;
- respondents submitting proposals that include subcontracting must identify the proposed responsibilities of each subcontractor;
- a fixed price cost for the contract years for all claims for each one-year period and for the 3 year contract period. Fees quoted must be on a flat annual fee basis for all claims administration services for existing and prospective claims. Respondents are permitted to show cost on a per claim basis, but the proposals must include a "not to exceed" amount for the contract years for each year of service;
- respondent must be an equal opportunity employer.

GENERAL INFORMATION

At the City's option, verbal presentations may also be requested. The City may request additional information from potential vendors as necessary to assist the City in evaluating the proposal.

All proposals and materials submitted with the proposal shall become the property of the City. If any proprietary information is submitted with the proposal it must be clearly identified and a request to keep such information confidential must be submitted.

Selection of a consultant is within the City's sole discretion and no reasons for rejection or acceptance of proposals are required to be given. The decision will not be based solely on price.

The RFP may be amended or withdrawn by the City for any reason and the City shall have no liability for any costs incurred in preparing a proposal. Withdrawal or any amendments to this RFP will be posted on the City's web site and will be provided to all vendors who have indicated an intent to submit a proposal and have provided an e-mail address.

Preference will be given to Consultants located in the City, through additional weighting.

It is anticipated that selection of the company or individual will be approved by City Council in May and an order to proceed will be issued by May 31, 2012, for the contract period beginning July 1, 2012.